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BY-LAWS

OF THE

ONTARIO INSTITUTION

FOR THE

Education of the Deaf and Dumb,

BELLEVILLE.



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1870.

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OF THE
ONTARIO INSTITUTION
FOR THE
Education of the Deaf and Dumb,
BELLEVILLE.

In conformity with the requirements of the "*Prison and Asylum Inspection Act*, 1868," the Inspector of Asylums, Prisons, &c., enacts as follows:—

CAP. I.

DESIGN OF INSTITUTION.

I. The Institution is founded for the purpose of imparting general education, as well as instruction in some professional or manual art to such deaf mutes residing in the Province of Ontario, as are hereafter described, and is not intended as an Asylum for the aged and infirm, or a Hospital for the treatment of disease; but in its design has reference only to the physical, mental and moral training of deaf mute youths of both sexes.

CAP. II.

ADMISSION AND DISCHARGE OF PUPILS.

I. All deaf mute youths of both sexes between the ages of seven and nineteen, not being deficient in intellect, and free from contagious disease,

being residents of the Province of Ontario, shall be admitted into the Institution.

II. The period of education and instruction for any pupil, shall not exceed seven years, and no pupil shall remain in the Institution after the age of twenty-one, unless under special circumstances, and discretionary power in this respect shall be vested in the Inspector and Principal.

III. The regular annual School Session shall commence on the first Wednesday in September each year, and shall continue till the last Wednesday in June, and applications for admission must be made in good time to ensure the pupil reception at the commencement of the Session. After the first year no applications for admission will be received after the first Wednesday in September, except in special and extraordinary cases.

IV. Education as well as instruction in such mechanical manual employments as may be inaugurated in the Institution, including books, stationery, maps, and all school appliances, together with bed, bedding, towels, and general maintenance (excepting only wearing apparel and food), to be *free to all youths* specified in Sec. first of this by-law.

V. Parents, guardians, or friends who are able to pay for the board of pupils, will be charged the cost of food only, which amount will be determined and fixed at the beginning of each Session, half of which amount shall be paid in advance, and the other half before the close of the Session.

VI. The cost of board for the opening Session is hereby fixed at the rate of six dollars per month, commencing from the date of admission of the pupil, but in all future Sessions the cost of board will be charged for the full annual school term between the first Wednesday in September and the last Wednesday in June, and no deduction will be made from this charge in consequence of absence or any other cause whatever, except sickness.

VII. Parents, guardians, or friends, who are unable to pay the above amount for the board of pupils, shall apply to the councils of the county, township, city, town or incorporated village in which they reside, and the clerk of the municipality shall make application to the Inspector or Principal for the admission of such pupils into the institution; and the

admission will be awarded on the municipality becoming responsible for board, in accordance with terms stated in section 6. The whole question in respect to the inability of the applicants to pay, to be determined by such municipality, without reference to the Government or the officers of the institution.

VIII. Parents, guardians, or friends, who are able to pay for the board of pupils, will make direct application to the Principal for admission into the institution.

IX. Indigent orphans to be boarded, clothed and educated at the expense of the Government, on the application for admission of the municipal corporation in which the orphan resides, with the certificate of the warden, reeve, or mayor, and the county judge, attached. Travelling expenses of such pupils, to and from the institution, to be defrayed by such municipality.

X. Pupils from the other Provinces of the Dominion shall be received into the institution, and entitled to all its benefits at the rate of \$125 per annum, payable semi-annually in advance, for board, lodging and education.

XI. It is required that the pupils sent to the institution shall be decently and comfortably clothed, and furnished with a sufficient change and variety of apparel to ensure cleanliness and comfort. The name of the boy or girl must be written on each article with permanent marking ink.

XII. The vacation will commence on the last Wednesday in June, and end on the first Wednesday in September, during which time every pupil must be removed to his or her home or place of abode.

XIII. All travelling expenses of pupils to or from the Institution, whether at vacation, or in consequence of serious sickness, must be defrayed by the parent, guardian, friend or municipality sending such pupil.

XIV. It is further required, that in case of serious sickness, death, misconduct, or deficiency in intellect, that the pupil shall at once be removed from the Institution.

XV. In the case of each pupil entering the Institution, it is desirable to obtain written answers to the following questions. Particular attention to this subject is requested :—

1. What is the name of the individual? If he has a middle name, it should be given in full.

2. When was he born? Give the year, month, and day of the month.

3. Was he born deaf? And if so, was there any cause which is supposed to have operated before birth? If not, at what age did he lose his hearing? And by what disease or accident?

4. Is the deafness total or partial? If the latter, what is the degree of hearing? Can he distinguish any broken words? or hear the human voice at all? or what voices can he hear?

5. Have any attempts been made to remove the deafness? and what are the results of such efforts?

6. Is there any ability to articulate? or read on the lips?

7. Have any attempts been made to communicate instruction? and is he acquainted with any trade or art, or with the mode of forming letters with a pen?

8. Is he laboring under any bodily infirmity, such as palsy, nervous trembling, malformation of the limbs, defective vision? or does he show any signs of mental imbecility or idiocy?

9. Has the deaf mute had the small pox, or been vaccinated? Has he had the scarlet fever, measles, mumps or whooping-cough?

10. Are there any cases of deafness in the same family, or among the collateral branches of kindred, and how and when produced?

11. What are the names, occupation and residence (nearest post-office) of the parents? Give the christian names of both father and mother.

12. Are either of the parents dead? If so, has a second connection been formed by marriage.

13. Was there any relationship or consanguinity between the parents previous to marriage? Were they cousins?

14. What are the number and names of their children?

CAP. III.

OFFICERS OF THE INSTITUTION.

The staff of the Institution shall consist of the following officers:—
A Principal, Physician, Steward, Matron and Teachers.

CAP. IV.

DUTIES OF THE PRINCIPAL.

I. Under the directions and supervision of the Inspector, the Principal shall have the general superintendence and charge of the Institution. He shall be the executive head of the same, and shall, with his family, reside in the Institution.

II. He shall prescribe the course and method of instruction and training in the several departments, the time to be devoted by teachers and pupils to the different occupations, studies and exercises, the system of discipline, and shall generally superintend and direct the intellectual, moral, religious and mechanical instruction of the pupils.

III. He shall communicate, from time to time, to the Inspector, such information as he may think important and necessary, and shall make quarterly reports to the Inspector upon the educational condition of the Institute, as well as the general administration of its affairs.

IV. No subordinate officer shall interfere with the directions of the Principal to the pupils. They shall report to him any neglect or act of disobedience, and it shall be the duty of the Principal to see that the pupils conform to the rules and regulations of the Institution, and respect and obey the teachers and other officers.

V. Complaints of grievances on the part of subordinate officers, servants or pupils, shall be made to the Principal, and if not redressed, application in writing shall be made to the Inspector; and any difficulties that may arise between officers shall be promptly reported to the Principal, who shall, if necessary, refer the same to the Inspector.

VI. He shall frequently inspect the buildings and grounds, and shall enforce neatness, order and regularity in all the departments. He shall, from time to time, examine the stores of the Steward, the meals of the pupils, see that they are supplied with good and wholesome food, and that the same is properly prepared, and report any cause of complaint to the Inspector.

VII. He shall keep a register of the names and ages of the pupils, their parents or guardians, residence, and date of admission, and discharge of each of the pupils, and such other statistical information as the

Inspector may prescribe, together with a history, as far as practicable, of the cause and duration of his or her infirmity.

VIII. He shall make frequent daily visits to the several class-rooms during the hours of instruction, for the purpose of keeping himself informed as to the progress and deportment of the pupils, and of making such suggestions to the Teachers as he may deem useful ; and shall at the end of each session, or oftener, if required, report each pupil's progress to their parents or friends, and preserve a record of the same.

IX. He shall keep a journal of all important events occurring in the Institution, and submit the same to the Inspector on his visits of inspection.

X. He shall make an annual report to the Inspector, embracing an account of the condition and progress of the several departments of the Institution, of the course of instruction pursued, and of the health and general improvement of the pupils, with suggestions for the advancement of the objects of the Institution.

CAP. V.

DUTIES OF PHYSICIAN.

I. It shall be the duty of the Physician to examine every pupil upon reception, and to inform himself of the health of such pupil, so as to guard against the introduction of contagious diseases.

II. He shall visit the Institution every day in his professional capacity, and shall have the general care of the health of the pupils. He shall also attend the officers and servants of the Institution, together with their families.

III. He shall frequently visit the several departments of the Institution, and shall notify the Principal, for the information of the Inspector, of any defective sanitary arrangements, whether in respect to drainage, ventilation, insufficiency of clothing or bedding, the quality of the provisions, or any other defect which, in his opinion, may prejudice the health of the pupils.

IV. He shall keep a record, in a book to be opened for that purpose, of all the pupils, officers and others whom he may visit in the Institu-

tion in his professional capacity, giving the dates of such visit, the nature of the disease or ailment, and the prescriptions made by him.

V. He shall make annually, or oftener, if required, a report to the Inspector of the sanitary condition of the Institution, with such recommendation as he may deem necessary for the preservation of the health of the pupils.

CAP. VI.

DUTIES OF THE STEWARD.

I. The Steward, in addition to the duties of the stewardship, shall act as accountant and storekeeper, and, under the direction of the Inspector and Principal, shall purchase and keep all the stores, and issue the same upon the requisition of the Principal or House Steward, in accordance with a prescribed form.

II. He shall keep an inventory of all the furniture, household goods, farm stock, implements and chattels of the Institution, and an account of the additions and alterations made thereto, from time to time, in a book to be kept for that purpose, and shall report to the Principal such things as may be required, and shall take care that any articles, of whatever description, in his charge, when worn out or rendered unfit for use, are returned into store and duly accounted for.

III. He shall keep exact accounts of all receipts and expenditures in the books of the Institution in the manner prescribed by the Inspector, and shall prepare monthly statements of such receipts and expenditures, with all accounts and vouchers, and shall forward the same to the Treasurer of the Province, or such official as he shall direct for settlement.

IV. He shall see that the buildings are properly warmed, ventilated and kept in order, that all the grounds, the gardens included, are well kept.

V. He shall see that the buildings, including the barns, stables, and other out-houses, as well as the fences, are kept in a good state of repair. He shall also have charge of vehicles and farm implements, and it shall be his duty to see that all the live stock is properly fed and taken care of.

VI. He shall superintend and direct the employees or pupils engaged at work on the farm or garden, or any other part of the grounds, and shall act in accordance with the directions and advice of the Principal.

VII. In addition to the several duties specified in the preceding sections, the Steward shall at all times perform such additional services as the Inspector may prescribe, and shall be subject to the call of the Principal for the performance of any reasonable duty pertaining to the business of the Institution.

CAP. VII.

DUTIES OF MATRON.

I. The Matron shall have charge of the deaf and dumb girls out of school hours.

II. She shall see that the girls are judiciously secluded from the society of the male pupils, that they are industriously employed during the hours appropriated to labor, that they may make, so far as practicable, the garments for the pupils clothed by the Institution, as well as the sewing and mending for the Institution, giving them such instruction and assistance as may be necessary.

III. She shall see that the girls take sufficient exercise, and shall pay particular attention to the cleanliness of their persons and clothing.

IV. She shall see that the sleeping and sitting-rooms of the girls are kept in proper order.

V. She shall enter in a book the articles of clothing belonging to each female pupil, and see that the same are carefully preserved. She shall make a requisition on the Steward, to be approved by the Principal, in writing, for all articles of bedding, linen, napery, and such furnishings as may be required from time to time, and shall carefully preserve all the clothing, materials, &c., that may be placed in her care.

VI. She shall, every Monday morning, record in a book a list of the articles sent to the laundry from her department, and on their return shall compare them with the list, and report to the Steward in writing each Saturday night the missing articles.

VII. At the ringing of the bell for meals, she shall see that all the girls proceed punctually and orderly to the dining-room, and shall be present with them, and have special care of their department during their meals.

VIII. During the hours of work she shall not permit any person, except the pupils, to be in the rooms of the girls, without permission of the Principal.

IX. She shall see that all the girls retire at the ringing of the bell, and the fires and lights in their apartments are made secure for the night.

X. She shall report to the Principal every violation of the rules that may come under her observation, giving the name of the pupil violating the rule, and the time when it was done.

XI. She shall have such control over the servants, as the Principal, with the consent of the Inspector, may deem necessary.

XII. She shall keep an inventory of beds, sheets, blankets, counterpanes, pillow cases, towels, and all other articles belonging to her department, and for which she will be held responsible.

XIII. She shall have the general charge of the Hospitals, and the particular care of the patients in those allotted to the females, administering to them as directed by the Physician or Principal. If a special nurse be employed, she shall direct her in the discharge of her duties.

XIV. She shall at all times consult with the Principal, and receive his instructions as to the proper performance of her duties above described, as well as in respect to any other reasonable services that may be assigned to her, in order to secure the efficient management of her department.

CAP. VIII.

DUTIES OF THE HOUSEKEEPER.

I. The Housekeeper shall have charge of the domestic concerns of the Institution, and shall perform such duties in such manner as shall be prescribed by the Principal, with the consent of the Inspector.

II. She shall have the immediate oversight of the kitchen and dining-room, and shall receive from the Steward, upon the requisition of the Principal or House Steward, all the provisions to be prepared for meals, and she shall see that such provisions are economically used, and after every meal carefully put away.

III. She shall personally superintend and assist in the cooking of the food, and see that the meals are upon the table at the hours appointed, and shall be present in the dining-room during meal time.

IV. All the apartments devoted to culinary affairs, together with the cooking utensils, table furniture, &c., shall be under her charge, and she will be held responsible for order and cleanliness in that department.

V. She shall see that the dormitories of the male pupils, the teachers bed-rooms and sitting-rooms, reception room, and other apartments, (except the lecture and school rooms, the Principal's quarters, and the rooms under the charge of the Matron,) shall be properly attended to before ten o'clock each morning.

VI. She shall give special attention and care to the male pupils, and see that they are kept cleanly in person and dress, and shall deliver to the Matron any articles of boys clothing and bedding that may require mending.

VII. She shall have the charge of the laundry, see that all the bedding, wearing apparel, &c., are properly and promptly washed, and delivered to the Matron for distribution, and that the laundry departments are kept constantly in order.

CAP. IX.

TEACHERS.

I. The Teachers shall instruct the pupils, under the direction of the Principal, and perform such duties as he, with the approval of the Inspector, may require of them. They shall in no case absent themselves from their duties without the consent of the Principal or Inspector.

II. They shall at all times exercise a proper supervision of the pupils, and see that they violate none of the rules.

III. Their treatment of the pupils shall be uniformly gentle and kind. No Teacher or subordinate officer shall administer corporal punishment but shall report extreme cases of disobedience to the Principal.

IV. Teachers shall note any absence from or irregularity in their classes, and report the same to the Principal.

V. The senior Teacher shall, in the absence of the Principal, take charge of the educational department, and on such occasions shall faithfully carry out the instructions of the Principal, and be known and designated by the title of Vice-Principal.

J. W. LANGMUIR,

Inspector.

